FY 2021 EITC Application Instructions

All CSBG Discretionary application forms must be completed and submitted online via the Web Grants System
1. Using your User ID and Password, log on to Web Grants System via the internet at https://webgrants.utah.gov/index.do (if you have not used Web Grants before, select "Register" and follow the instructions to obtain your User ID and Password)
2. After Logging on, select "**Apply for Grants**"
3. Select under the Title: **FY21 Earned Income Tax Credit Program**
4. Select "**Apply**" on the right hand side of the page.

There are 3 components to the EITC application:
1. General Information—you will complete on accessing the
2. EITC Application –including budget narrative
3. EITC Budget

This guide provides step-by-step instructions for each section.

EITC Application:
- Complete all sections
- Be sure to answer all parts of questions
- Be mindful of character limits
- Save frequently
- Be sure to include attachments
- Mark as Complete when finished

Application Attachments
1. Click on the name of each attachment and upload your agency's corresponding document.
2. Use the "Browse" function to find the correct file on your computer drive.
3. Click on the file you want to upload, then select, "**Attach file**"
4. Complete this process for each of the required attachments.
5. When finished with Questionnaire—Click "Save"
6. Click "Back" to view the menu of components for the application

EITC Budget
1. Select "**EITC Budget**" from the menu.
2. Completely fill out this entire form and select "**Save**"

You should now have check marks next to each component under the "Complete?" column of the main application Components page. Now, it's time to review your application prior to submitting.

Click on "**Application Details**" to review your completed application.

If you need to make any corrections, close the preview screen and simply select the component you want to change from the Application Components menu. Click on "**Edit**" at the top of the page, make any necessary corrections, and then click on "**Save**". Complete the remaining steps as listed above for each of the components you want to revise.

When the application is to your satisfaction, all you have to do is click on "**SUBMIT**" from the application menu screen. WARNING: Once you click on "Submit", you will no longer be able to edit your application. If you subsequently discover that revisions need to be made, you will need to contact SCSO and request that your application be put in "correcting" status.

Your CSBG application must be completed and submitted online by **Friday May 22, 2020**. Should you have any questions, please call and I'll be happy to assist you.

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